

MEMORANDUM OF AGREEMENT
Between
Salem Keizer Education Association
And
Salem-Keizer Public Schools

Parent/Teacher Conference Schedule

The following constitutes a Memorandum of Agreement (Agreement) between the District and the Association regarding Parent/Teacher conferences. This MOA is a change for the 2021-2022 and 2022-2023 school years, and shall not establish any precedent, nor any change to the status quo. All licensed staff assigned to a school building are expected to participate in, or support, Parent/Teacher conferences including Instructional Mentors, Behavior Specialists, etc.

Provided that Parent/Teacher conferences are held at all levels, the District and Association agree to hold Parent/Teacher conferences on the dates and times that have been identified on the 2021-2022 and 2022-2023 school calendars which are:

For K-12 licensed staff 2021-2022:

10/20/21 – Twelve (12) consecutive hours with two (2) meals and one and a half (1 ½) preps inclusive
10/21/21 – Twelve (12) consecutive hours with two (2) meals and one and a half (1 ½) preps inclusive
10/22/21 – No licensed staff or students

1/31/22 – Eight (8) consecutive hours at elementary level with one prep period.
2/01/22 – Eight (8) consecutive hours at K-12 levels with one prep period.

4/06/22 – Twelve (12) consecutive hours with two (2) meals and one and a half (1 ½) preps inclusive
4/07/22 – Twelve (12) consecutive hours with two (2) meals and one and a half (1 ½) preps inclusive
4/08/22 – No licensed staff or students

For K-12 licensed staff 2022-2023:

10/19/22 – Twelve (12) consecutive hours with two (2) meals and one and a half (1 ½) preps inclusive
10/20/22 – Twelve (12) consecutive hours with two (2) meals and one and a half (1 ½) preps inclusive
10/21/22 – No licensed staff or students

1/30/23 – Eight (8) consecutive hours at elementary level with one prep period.
1/31/23 – Eight (8) consecutive hours at K-12 levels with one prep period.

4/5/23 – Twelve (12) consecutive hours with two (2) meals and one and a half (1 ½) preps inclusive
4/6/23 – Twelve (12) consecutive hours with two (2) meals and one and a half (1 ½) preps inclusive
4/7/23 – No licensed staff or students

This schedule provides 30 minutes for lunch and 30 minutes for dinner for each twelve (12) hour day. Article IX, B, will be applied to scheduled prep time over the two days of twelve (12) hour conferences. The schedule will provide for a pro-rata portion of contract prep for each day of conferences (one and a half days of prep for each conference day).

This schedule does not provide an option available for members who would suffer hardship working an extended day schedule, because the schools would be closed on the third day. However, licensed staff that have a bona fide hardship working the extended day may be allowed to use flextime, Personal Leave or Leave Without Pay. These situations would be handled on an individual basis and requests for an exception should be made to the immediate supervisor. Appeals may be sent to the Executive Director of Human Resources for a final decision.

Licensed staff assigned to Departments, who do not attend Parent/Teacher conferences (e.g. District mentors, program assistants or associates, or other specialists who do not have Parent/Teacher meetings scheduled) should report to their home department at their regular schedule. This special schedule is only for staff participating in Parent/Teacher conferences. However, department administrators, at their discretion, may agree to a modified schedule for their licensed staff if it would be beneficial to the District goals to have non-school based licensed staff either attend Parent/Teacher conferences, engage in professional development activities or other work in their department using the same schedule outlined above.

Building administrators may schedule up to two (2) hours of professional development for licensed staff during one of the Parent/Teacher conference days (Professional development cannot be scheduled on eight (8) hour conference days). For the purposes of this Agreement, data team meetings are not recognized as professional development and therefore may not be held on Parent/Teacher conference days.

Licensed staff who need to attend Parent/Teacher conferences for their children would be allowed to arrange time to attend conferences for their own children that is least disruptive to the employing school's conference schedule.

The District and the Association agree that if the dates or times of the 2022-2023 Parent/Teacher Conferences are scheduled differently on the 2022-2023 school calendar than they are stated on the 2021-2022 school calendar, the parties will meet to modify the dates and times of this MOA related to the 2022-2023 conferences only.

Mindy Merritt
For the Association

7-1-2021
Date

John Beight
For the District

July 1, 2021
Date